



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 110-3	Subject: <b>FINAL DISCHARGE FROM PAROLE</b>
Chapter 110: FINAL DISCHARGES	Page 1 of 2
	Revision Date: 09/14/01; 08/01/05
Signature: /s/ Ron Alsbury	Effective Date: 06/01/01

**I. BUREAU DIRECTIVE:** Probation and Parole Bureau employees in cooperation with the Montana Board of Pardons and Parole will follow established procedures for granting Montana parolees a final discharge from supervision.

**II. AUTHORITY:**  
 46-23-216, M.C.A. *Duration of Parole*  
 46-23-218, M.C.A. *Authority of the Board to Adopt Rules*  
 46-23-1021, M.C.A. *Supervision on Parole*

**III. DEFINITIONS:**  
 None.

**IV. PROCEDURES:**  
 Officers will advise the Montana Board of Pardons and Parole when a parolee has completed their parole period, by initiating, and forwarding the “Final Discharge” form to the BOPP within the 60 days prior to discharge. The “*Final Discharge*” form will be the only document used to inform the BOPP of the parolee’s completion of parole. If the offender has a period of probation to follow, then a discharge is not issued.

### PROCEDURE:

1. *Final Discharge Forms* are made available to all Probation and Parole officers.
2. A determination is made that parolee has achieved or has nearly achieved their completion of parole.
3. All information is verified ensuring the *Final Discharge Form* is accurate.
4. *Final Discharge Form* is completed and signed. (The officer’s name should be typed or printed under the signature).
5. The *Final Discharge Form* is forwarded to the Board of Pardons and Parole office located at 300 Maryland, Deer Lodge, MT 59722

### RESPONSIBILITY:

BOPP and P&P Officer

P&P Officer  
Central Office

P&P Officer  
Central Office

P&P Officer  
Central Office (Interstate cases)

P&P Officer  
Central

Procedure No.: P&P 110-3	Chapter: Final Discharges	Page 2 of 2
Subject: <b>FINAL DISCHARGE FROM PAROLE</b>		

**PROCEDURE:**

6. The *Final Discharge Form* is signed and sealed after all information is verified, ensuring the form is accurate.
7. The *Final Discharge Form* is forwarded to Governor's Office.
8. Final Certificate of Discharge is authorized.
9. The Final Certificate of Discharge is forwarded to Central Office.
10. Copy of Final Certificate of Discharge is forwarded to supervising Probation and Parole Officer.
11. Original of the Final Certificate of Discharge is given to offender.
12. A copy of the Final Certificate of Discharge is placed in offender file.
13. File is returned to P&P Office of original commitment.

**RESPONSIBILITY:**

BOPP Chairman  
Executive Director

BOPP

Governor  
Governor's Office

Central Office

P&P Officer

P&P Officer

P&P Officer

**V. CLOSING:**

Questions concerning this procedure shall be directed to the immediate supervisor or Regional Administrator.

**Form**

BOPP

BOPP Final Discharge Form